

PEFS would like to remind all **non-faculty members** of the Penn Engineering Community that World Travel is required for all international travel and strongly preferred for domestic travel. World Travel provides visibility into where our community is traveling and helps us to protect our students, faculty, and staff from a duty of care perspective:

World Travel

- World Travel is required for all international airfare bookings and now strongly preferred for domestic bookings in support of Penn Engineering related business travel. World Travel provides 24-hour support in case of an airfare related emergency, and in the event of a global emergency, World Travel enables Penn to keep track of the locations of their affiliates. Booking through World Travel ensures that we are meeting our Duty of Care responsibilities, and additionally, that we are in compliance with the Fly America Act when applicable. Note – there were several Fly America Act non-compliance audit findings during our last NSF audit.
- The PEFS Travel team politely requests that after booking a reservation through World Travel that you please forward your booking confirmation email containing the six-digit record locator to travel@seas.upenn.edu as there is limited amount of time to approve requests.
- When booking through World Travel, it is best practice to contact them on weekdays as early in the day as possible since some airlines pull reservations back at midnight that have not been confirmed.
- World Travel is required for **all non-faculty international** airfare bookings.
- **All Penn-affiliated international travel will be registered in MyTrips.** Registration in MyTrips provides immediate access to Penn's comprehensive travel assistance program, including 24/7 medical and security advice, travel medical insurance, evacuation, and repatriation insurance and more. Travelers are asked to set up a one-time profile in MyTrips before registering Penn-affiliated trips and accessing these important benefits.
- Please refer to the following step-by-step instructions to create a profile and register your trips(s): [MyTrips Login](#)
- Please refer to the following website for International Travel Guidance: <https://global.upenn.edu/travel-guidance>